Creating a Site

1. **Navigate** *to the site* where the subsite will be created
2. **Click** *View All Site Content*
3. **Click** *Create*
4. **Click** *Sites and Workspaces*
5. **Enter** *Title and Description*
6. **Enter** *URL* for your site
7. **Select** *Permissions* for your site
8. **Select** *Navigation Inheritance*
9. **Determine** *Site Categories*
10. **Click** *Create*

Navigating a Site

- Navigating to your site
  - From home page, Click Units Tab
  - Click View All Site Content
  - Expand Main Site
  - Click on Subsite to Navigate to
  - Recommend book marking your sites
- View All Site Content
  - This allows you to navigate to the various components of your site

Navigating to a Unit Site

1. Navigate *to https://author.marines.mil*

2. Click *Drop Down* by Units

3. Click *Unit Directory*

Navigating to a Unit Site

4. You can navigate to a Unit down two paths:
View All Site Content or Unit Directory

gessner.ctr ▾ / My Links ▾ | / Site Actions ▽

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Home | News ▾ | Units ▾ | Recruiting ▾ | Training & Education ▾ | Career ▾ | Marine Services ▾ | In the Community   Search Advanced

Home > Units   Create Site | Add Link to Site

View All Site Content

Unit Directory

Headquarters Marine Corps

Unit Directory

Unit Type	**Location**	**Alphabetically**
• Artillery	• Afghanistan	• A-G
• Aviation	• Africa	• H-N
• Bases and Stations	• Arizona	• O-T
• Detachments	• California	• U-Z
• Divisions	• District of Columbia	• 0-9
• Expeditionary Units	• Europe	
• Headquarters Agency	• Florida	
• Infantry Units	• Georgia	
• Marine Logistics Group	• Hawaii	
• Marine Forces	• Iraq	
• Recruiting Districts	• Japan	
• Reserves	• Kentucky	
• Training/Schools	• Korea	
• Other Elements	• Louisiana	
	• Maryland	
	• Missouri	
	• Nebraska	
	• New York	
	• North Carolina	
	• Oklahoma	
	• Rhode Island	
	• South Carolina	
	• Texas	
	• Virginia	
	• Washington	

Navigating to a Unit Site: View All Site Content

4a. If you clicked, View All Site Content, **Click** the top level site the unit you are looking for is under

NOTE: This might take several levels of clicking down to get to the unit you want. Once there, Use your browser bookmark or favorites to get you there directly in the future

Navigating to a Unit Site: Unit Directory

4b. If you clicked, Unit Directory, **Click** the *Unit Type, Location, or Alphabetically.*

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Home > Units   Create Site | Add Link to Site

View All Site Content

Unit Directory

Headquarters Marine Corps

Unit Directory

Unit Type
- Artillery
- Aviation
- Bases and Stations
- Detachments
- Divisions
- Expeditionary Units
- Headquarters Agency
- Infantry Units
- Marine Logistics Group
- Marine Forces
- Recruiting Districts
- Reserves
- Training/Schools
- Other Elements

Location
- Afghanistan
- Africa
- Arizona
- California
- District of Columbia
- Europe
- Florida
- Georgia
- Hawaii
- Iraq
- Japan
- Kentucky
- Korea
- Louisiana
- Maryland
- Missouri
- Nebraska
- New York
- North Carolina
- Texas
- Virginia
- Washington

Alphabetically
- A-G
- H-N
- O-T
- U-Z
- 0-9

/ Welcom

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Home | News ▾ | Units ▾ | Recruiting ▾ | Training & Education ▾ | Career ▾ | Marine Services ▾

Home > Units

View All Site Content

Unit Directory

Headquarters Marine Corps

Unit Type : Marine Logistics Group
- 2nd Marine Logistics Group
  https://author.marines.mil/units/marforcom/iimef/2ndmlg
- 2nd Maintenance Battalion
  https://author.marines.mil/units/marforcom/iimef/2ndmlg/2ndmaintenance
- 8th Engineer Support Battalion
  https://author.marines.mil/units/marforcom/iimef/2ndmlg/8thenginer
- 1st Marine Logistics Group
  https://author.marines.mil/units/marforpac/imef/1stlogistics
- 4th Marine Logistics Group
  https://author.marines.mil/units/marforres/4thlogistics
- 3rd Marine Logistics Group
  https://author.marines.mil/units/marforpac/iimef/3rdlogistics

4b. Click *Unit* from list

NOTE: Once there, Use your browser bookmark or favorites to get you there directly in the future

Creating a Site

1. Navigate *to Site* where subsite will be created

2. Click *View All Site Content*

Creating a Site

3. Click *Create*

Home > Units > Marine Forces Korea > All Site Content

All Site Content

Create

Name

Document Libraries

Documents

Images

Pages

Picture Libraries

There are no picture libraries. To create one, click **Create** above.

Lists

Links

Points of Contact

Workflow Tasks

Discussion Boards

There are no discussion boards. To create one, click **Create** above.

Surveys

There are no surveys. To create one, click **Create** above.

Sites and Workspaces

Kathy Test Site

Recycle Bin

Recycle Bin

Creating a Site

4. Click *Sites and Workspaces*

Libraries	Communications	Tracking	Custom Lists	Web Pages
▫ Document Library	▫ Announcements	▫ Links	▫ Custom List	▫ Basic Page
▫ Form Library	▫ Contacts	▫ Calendar	▫ Custom List in Datasheet View	▫ Web Part Page
▫ Wiki Page Library	▫ Discussion Board	▫ Tasks	▫ Languages and Translators	▫ Sites and Workspaces
▫ Picture Library		▫ Project Tasks	▫ Event List	▫ Publishing Page
▫ Translation Management Library		▫ Issue Tracking	▫ States	
		▫ Survey	▫ String Replacement List	
			▫ Import Spreadsheet	

Creating a Site

Home > Units > Marine Forces Korea > Create > New SharePoint Site

New SharePoint Site

Use this page to create a new site or workspace under this SharePoint site. You can specify a title, Web site address, and access permissions.

5. Enter *Title and Description*

Create   Cancel

Title and Description

Type a title and description for your new site. The title will be displayed on each page in the site.

Title:

Test Site

Description:

This is a test site

6. Enter *URL Name*

Web Site Address

Users can navigate to your site by typing the Web site address (URL) into their browser. You can enter the last part of the address. You should keep it short and easy to remember.

For example, https://author.marines.mil/units/marfork/*sitename*

URL name:

https://author.marines.mil/units/marfork/ TestSite

Creating a Site

Template Selection

Select a template:

PublishingSiteTemplate

Unit Site Template

NOTE: Always use same permissions (inheritance) when first creating a site. This will add all the groups that need to be there even if you use unique permissions after you have created the site.

7. Select *User Permissions*

Permissions

You can give permission to access your new site to the same users who have access to this parent site, or you can give permission to a unique set of users.

Note: If you select **Use same permissions as parent site**, one set of user permissions is shared by both sites. Consequently, you cannot change user permissions on your new site unless you are an administrator of this parent site.

User Permissions:
- ◉ Use same permissions as parent site
- ○ Use unique permissions

NOTE: Always use the top link bar from the parent site

Navigation Inheritance

Specify whether this site shares the same top link bar as the parent. This setting may also determine the starting element of the breadcrumb.

Use the top link bar from the parent site?
- ◉ Yes
- ○ No

8. Select *Navigation Inheritance*

Creating a Site

Site Categories

Users can find your site listed in the site directory under a particular category. Select a category appropriate for your site.

☑ List this new site in the site directory

Unit Type:
- ☐ Artillery
- ☐ Aviation
- ☐ Bases and Stations
- ☐ Detachments
- ☑ Divisions
- ☐ Expeditionary Units
- ☐ Headquarters Agency
- ☐ Infantry Units
- ☐ Marine Logistics Group
- ☐ Marine Forces
- ☐ Recruiting Districts
- ☐ Reserves
- ☐ Training/Schools
- ☐ Other Elements

Location:
- ☐ Afghanistan
- ☐ Africa
- ☐ Arizona
- ☐ California
- ☐ District of Columbia
- ☐ Europe
- ☐ Florida
- ☐ Georgia
- ☐ Hawaii
- ☐ Iraq
- ☐ Japan
- ☐ Kentucky
- ☑ Korea
- ☐ Louisiana
- ☐ Maryland
- ☐ Missouri
- ☐ Nebraska
- ☐ New York
- ☐ North Carolina
- ☐ Oklahoma
- ☐ Rhode Island
- ☐ South Carolina
- ☐ Texas
- ☐ Virginia
- ☐ Washington

9. Determine *Site Categories*

[Create] [Cancel]

10. Click *Create*